

POSITION TITLE:     MANAGER II -  
                                 Programs

DEPARTMENT: Manufacturing and Logistics Division

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Bobby Lumpkin DATE: 02/29/2016

POSITION #: 024613

Performs moderately complex managerial work administering the daily operations and activities of an agency program. Work involves establishing goals and objectives; developing guidelines, procedures, rules, and regulations; developing schedules, priorities, and standards for achieving established goals; coordinating and evaluating program activities; developing and evaluating budget requests; monitoring budget expenditures; and planning, assigning, and supervising the work of others. Works under general supervision with limited latitude for the use of initiative and independent judgment.

- A. Manages the activities of staff within the department; plans, implements, coordinates, monitors, and evaluates policies and procedures; develops guidelines, procedures, rules, and regulations; monitors compliance with policies and procedures; and coordinates with departments to ensure compliance with the requirements of the American Correctional Association (ACA).
- B. Establishes goals and objectives; develops and approves schedules, priorities, and standards for achieving goals; develops and implements techniques for evaluating program activities to include offender training; manages evaluation activities; and identifies areas in need of change and makes recommendations to improve operations.
- C. Oversees the preparation of management and productivity reports and studies; develops and evaluates budget requests; monitors budget expenditures and makes adjustments as necessary; oversees the preparation of division emergency and strategic plans; and manages the preparation, development, review, and revision of legislation.
- D. Conducts presentations to state, national, and public agencies and organizations; represents the program area at meetings, hearings, trials, conferences, and seminars or on boards, panels, and committees; and testifies at hearings, trials, and legislative meetings.
- E. Plans, assigns, and supervises the work of others; and manages staff development plans and activities.

\* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE:   MANAGER II -  
                                  Programs

SALARY GROUP:     B23

DEPARTMENT:       Manufacturing and Logistics Division

Page 2 of 3

**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Business Administration, Criminal Justice, Public Administration, or a related field preferred. Each year of experience as described below in excess of the required eight years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Eight years full-time, wage-earning program administration, criminal justice, law enforcement, or public administration experience to include four years in the supervision of employees.

**B. Knowledge and Skills**

1. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
2. Knowledge of the principles and practices of public administration and management.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to manage program activities.
5. Skill to establish goals and objectives.
6. Skill to develop and evaluate administrative policies and procedures.
7. Skill to communicate ideas and instructions clearly and concisely.
8. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
9. Skill to interpret and apply rules, regulations, policies, and procedures.
10. Skill in administrative problem-solving techniques.
11. Skill in public address.
12. Skill to review technical data and prepare technical reports.
13. Skill to plan, assign, and supervise the work of others.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE:   MANAGER II -  
                                  Programs

SALARY GROUP:     B23

DEPARTMENT:       Manufacturing and Logistics Division

Page 3 of 3

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.